

CLASS TITLE:**MEDICAL DIRECTOR (DOC)**

Class Code: 02941700

Pay Grade: 58A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform leadership and executive duties in the budgeting, planning, coordinating, implementing and directing the professional medical, mental health, dental and all other clinical services at the Department of Corrections; to supervise and coordinate such services with the Assistant Medical Director, Hospital Administrator and other key administrative staff within the Health Services Division of the Adult Correctional Institutions in order to provide the highest possible standards of medical care; to make daily rounds; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Assistant Director for Rehabilitative Services and possesses wide latitude to exercise independent initiative and professional medical judgement in developing and administering professional standards for patient care and treatment in conformity with all external accrediting bodies, federal and state laws and regulations governing the department, and in conformity with departmental policies, procedures and regulations; work is reviewed to ensure conformance with policies and objectives, and adherence to the highest standards of accepted medical practice.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and reviews the work of a staff of physicians, mental health professionals, and dentists; reviews the work of nurses and other personnel who provide medical services with the Hospital Administrator and the Assistant Medical Director.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform leadership and executive duties in the budgeting, planning, coordinating, implementing and directing of the professional medical, mental health, dental and all other clinical services of the Department of Corrections.

To supervise and coordinate such services with the Assistant Medical Director, Hospital Administrator and other key administrative staff within the Health Services Division of the Adult Correctional Institutions in order to provide the highest possible standards of medical care.

To make daily rounds.

To represent the Department at various meetings, conferences and convenings of community groups, and state and federal officials, and to provide executive leadership in the development of goals, policies, and objectives consistent with the Department's goals and objectives.

To focus on clinical policy development for the Department by reviewing, summarizing and communicating key state and federal policy, legislation, and regulatory updates.

To evaluate programs and make recommendations for quality improvement and cost saving measures to meet the specific system transformation goals under the Department's federal and state authoritative purview, including substance abuse and mental health treatment, developmental disabilities and long-term care.

To oversee the clinical directives of Departmental contracts with its provider network; to make and implement decisions regarding the provision and/or termination of contracted healthcare services on behalf of the Department.

To be responsible for the overall direction of all professional medical, psychiatric, pharmacy, and geriatric staff and services, inclusive of physicians and psychiatrists, laboratory services, radiology services, physical and psychiatric medicine, dental medicine, medical education and medical staff committees within the Department.

To be responsible for the overall direction of all the professional medical, nursing, mental health, pharmacy, and dental services at the Department.

To maintain and foster a working relationship with the wardens and administrators of the correctional facilities which will work toward providing the highest possible standards of medical care.

To develop and implement a program to evaluate patient care and treatment through clinical conferences and consultations with the professional medical staff members.

To develop and implement health maintenance strategies to ensure preventive health provisions to those under custody of the RIDOC system.

To review, monitor and manage the more difficult cases to ensure the maintenance of the highest standards for the care and treatment of the patient.

To develop a sound orientation and in-service training and education program for all professional and support staff.

To, plan, organize and coordinate a medical-surgical outpatient service.

To prepare and submit to administrators of the institution's recommendations for the improvement of patient care.

To lead public health initiatives in response to epidemics, infectious outbreaks, or other public health emergencies.

To develop partnerships with other government and policy stakeholders to ensure adequate collaboration for the appropriate care of incarcerated populations.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques applied in the practice of internal medicine, surgery, or family practice; the ability to detect, analyze evaluate and interpret symptoms of diseases, to include infectious diseases such as HIV and Hepatitis C, and Substance Use Disorder in particular; the ability to prescribe and administer appropriate care and treatment in a correctional institution; the ability to treat the most complex cases within a field of expertise; the ability to establish and maintain standards of performance for staff members consistent with sound and acceptable hospital practices; the ability to evaluate the quality of the various services of the institution in terms of adequate patient care and treatment; the ability to plan, organize, coordinate and review the work of other members of the staff; the ability to maintain effective working relationships with superiors and other staff members and with the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Graduation from a medical school of recognized standing and successful completion of an internship and residency program in the field of Internal Medicine, Surgery, or Family Practice, which has been certified and approved by the Liaison Committee for Graduate Medical Education, and

Experience: Successful completion of an Accreditation Council for Graduate Medical Education (ACGME) approved residency in the field of internal medicine or family medicine; and employment in a responsible supervisory capacity in an accredited hospital, institution or clinic.

SPECIAL REQUIREMENTS: At the time of appointment and continually thereafter:

1. Must meet established requirements of the Rhode Island Department of Health to practice medicine in Rhode Island.
2. Must hold an unrestricted license to practice medicine in Rhode Island
3. Must possess and maintain a Drug Enforcement Administration (DEA) registration and Rhode Island controlled substance registration.
4. Must be Medical Board eligible or Board certified in primary field of residency training as described above. If Board eligible when hired, must become Board certified within three (3) years of employment. Once

Board certified, must maintain competency through meeting ongoing maintenance of certification requirements for specialty or subspecialty as a condition of employment.

Class Created: November 27, 1994

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